NECAP Science 2016 Schedule

Date(s)	Description	Attending / Required	Location
2016			
January 8	Inquiry Task Field Test Report Review (9:00–12:00)	PM, Specialists, Developers, Scoring	Dover
January 15	2017 inquiry task concepts posted to ftp site (two concepts per grade)	Specialists, Developer, PM	N/A
January 29 – February 4	Grade 4 Test Form Review (common, Forms 1–4, Inquiry Booklet—DOE fatal flaw edits due to MP 2/4 by 5:00 p.m. via emailed spreadsheet)	Specialists	N/A
February 1	Conference call to select 2017 inquiry task concepts (9:00–12:00)	Specialists, Developers, PM	N/A
February 3–9	Grade 8 Test Form Review (common, Forms 1–4, Inquiry Task—DOE fatal flaw edits due to MP 2/9 by 5:00 p.m. via emailed spreadsheet)	Specialists	N/A
February 8	Grade 4 Conference Call to discuss/approve fatal flaw edits (9:00–12:00)	Specialists, Developer, PM	N/A
February 8–12	Grade 11 Test Form Review (common, Forms 1–4, Inquiry Task—DOE fatal flaw edits due to MP 2/12 by 5:00 p.m. via emailed spreadsheet)	Specialists	N/A
February 11	Grade 8 Conference Call to discuss/approve fatal flaw edits (9:00–12:00)	Specialists, Developer, PM	N/A
February 12	DOE signoff on Grade 4 Student Answer Booklet (via ftp)	Specialists, PM	N/A
By February 17	Grade 4 Test Form Signoff—clean pages posted to ftp site for DOE signoff	Specialists, Developer, PM	N/A
February 17	Grade 11 Conference Call to discuss/approve fatal flaw edits (9:00–12:00)	Specialists, Developer, PM	N/A
By February 22	Grade 8 Test Form Signoff—clean pages posted to ftp site for DOE signoff	Specialists, Developer, PM	N/A
By February 24	Grade 11 Test Form Signoff—clean pages posted to ftp site for DOE signoff	Specialists, Developer, PM	N/A
March 2–10	DOE review/signoff on Principal/Test Coordinator Manual	DOE, PM	N/A
March 2–10	DOE review/signoff on Grade 11 Test Administrator Manual	DOE, PM	N/A
March 9–17	DOE review/signoff on Grade 8 Test Administrator Manual	DOE, PM	N/A
March 9–17	DOE review/signoff on Grade 4 Test Administrator Manual	DOE, PM	N/A
March 18	DOE signoff on Student Questionnaires (grades 4, 8, and 11)	DOE, PM	N/A
April 1	DOE signoff on online Principal/Test Coordinator Questionnaire & Test Administrator Questionnaires	DOE, PM	N/A
April 8	RI Security Shipment mailed to schools	PM, Kevon	N/A
Mid-April	Test Administration Workshops & Webinars	DOE, PM	TBD
May 2–26	NECAP Science Test Administration Window	DOE	N/A
May 20	Pre-IRC Inquiry Tasks Posted	Developers, Specialists, PM	N/A
May 27	One-day UPS pickup of science testing materials	PM	N/A
June 1–3	Pre-IRC Meeting (grade 11, then grade 8, then grade 4)	Developers, Specialists, PM	Dover
June 22 – July 13	Scoring: grades 4, 8, and 11 operational items	Scoring	Dover

July 1	Test Cleanup File posted to FTP site (to the states)	State Data Managers, PM	NA
July 11	Test Cleanup File posted back to FTP site (to Measured Progress)	State Data Managers, PM	NA
July 11–14	Benchmarking: Inquiry Tasks (grade 11, then grade 8, then grade 4)	Developers, Specialists, Scoring, PM	Dover
July 25–29	Benchmarking: Field Test Items (grade 11, then grade 8, then grade 4)	Developers, Specialists, Scoring, PM	Dover
July 29	Student Demographic Files due to Measured Progress	State Data Managers	NA
August 4	Bias & Sensitivity Meeting	PM, DOE	Concord, NH
August 4–5	IRC Meeting	Developers, Specialists, PM, DOE	Concord, NH
August 16–18	Post-IRC Meeting (grade 11, then grade 8, then grade 4)	Developers, Specialists, PM	Dover
August 25	Equating Report Posted to FTP Site	Management Team	NA
August 26	NECAP Science Equating conference call (Call time TBD)	Management Team	NA
September 19	Earliest release date for online science results	Management Team	NA
September 30	Field Test Item Stats Review Call (9:00–12:00)	Developers, Specialists, PM	NA
November 1–18	Inquiry Task Field Test	PM, Developers, Scoring	TBD
November 15–17	Face-to-Face Meeting: approve common, equating, FT, and release sets (grade 11, then grade 4, then grade 8)	Developers, Specialists, PM	Dover